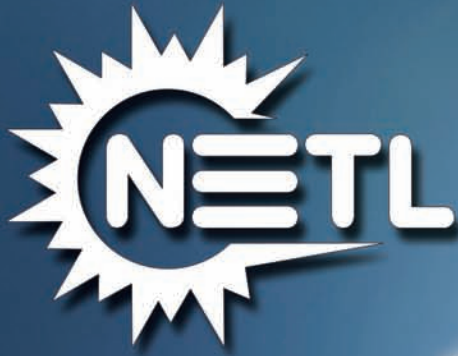


the **ENERGY** lab

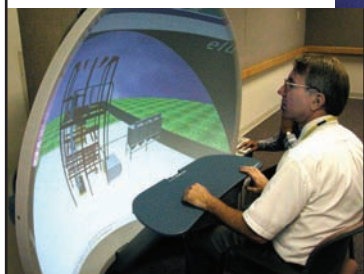
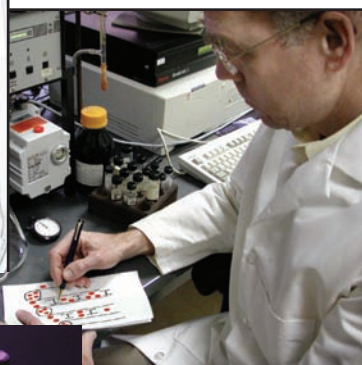


Employment Opportunities

NATIONAL ENERGY TECHNOLOGY LABORATORY



U.S. DEPARTMENT OF
ENERGY



NETL: Who We Are

The National Energy Technology Laboratory (NETL) is a U.S. Department of Energy (DOE) national laboratory that produces technological solutions to America's energy challenges. The laboratory focuses on finding tools and processes that simultaneously address the three overarching issues that characterize today's energy situation in the United States: energy affordability, supply security, and environmental quality.

NETL has three research sites—in Oregon, Pennsylvania, and West Virginia—that conduct a broad range of energy and environmental research and development. NETL also has small offices in Alaska and Oklahoma that address challenges unique to those energy-rich regions. All five locations support DOE's mission to advance the national, economic, and energy security of the United States.

As the only national laboratory owned and operated by DOE, NETL is unique in how it conducts business and in the relationships it forms with industry, academia, and other research organizations. First and foremost, NETL conducts cutting-edge research and technology development on site. About one-quarter of NETL's approximately 1,200 Federal and contractor employees are directly engaged in onsite research.

NETL also applies its extensive project-management capabilities to shape, fund, and manage research throughout the United States and in more than 40 foreign countries. The laboratory's research portfolio includes more than 1,300 projects, with a total award value of nearly \$11 billion and private sector cost-sharing of nearly \$6 billion.

In addition, NETL conducts studies of complex, large systems and the interactions among those systems. Published results of the studies provide strategic information and analysis to the policymakers responsible for providing direction and funds to ensure that America has a continuing supply of clean, affordable energy.

the **ENERGY** lab

The NETL Community



Oregon

The Albany site is located in Albany, Oregon, a thriving community of business, industry, and agriculture in the middle of the fertile Willamette Valley. Albany is known as the rare metals capital of the world because of the number of companies that produce zirconium, hafnium, and titanium. Farmers in the surrounding areas grow crops such as corn, beans, mint, hazelnuts, and grass seed. Albany is credited by historians and architects with having the most varied collection of historic buildings in Oregon; four Albany Historic Districts are listed in the National Register of Historic Places. Albany is also home to museums, antique shops, and more than 700 historic buildings, providing an experience rich in pioneer history and charm. Oregon State University and the University of Oregon are both within a 40-mile radius of Albany, along with several smaller community colleges and universities.



Pennsylvania

The Pittsburgh site is located in the southwest corner of the Pittsburgh metropolitan area. The nation's largest inland port, Pittsburgh has been rated as one of the top 10 major metropolitan areas in the United States in terms of livability. The cost of living is one of the lowest in the nation. A full range of civic, cultural, and recreational activities; leading-edge medical centers; terrific shopping; and a rich history make the area a great place to live and work. Pittsburgh is home to three professional sports teams: the Pirates (baseball), Steelers (football), and Penguins (hockey). Twenty-nine colleges and universities serve the southwestern Pennsylvania area, including the University of Pittsburgh, Carnegie Mellon University, and Duquesne University.



West Virginia

The Morgantown site is located on the northern edge of Morgantown, West Virginia, five miles south of the Pennsylvania border. Morgantown is recognized as one of the best small cities in the United States, with world-class health care, education, recreation, and art facilities, and a strong business community. Morgantown is home to West Virginia University, a land-grant institution that includes medical and law schools; the National Institute for Occupational Safety and Health; and Mylan Pharmaceuticals. Outdoor recreation abounds—fishing, hiking, skiing, hunting, whitewater rafting, mountain biking, and camping opportunities are all within a short drive. Additionally, the university sponsors a wide variety of civic and cultural activities.

Employment Policies

Diversity at NETL

NETL strives to create, maintain, and support a diverse environment that encourages employees to contribute creative ideas, seek challenges, and assume leadership roles to meet and exceed both business and personal objectives. NETL values the participation of employees from diverse groups in all levels of the organization. The annual Equal Employment Opportunity (EEO) plan sets forth strategies and actions to increase diversity at NETL and to effectively recognize all employees.

Understanding and embracing differences in values, generational ideals, styles, and perspectives is essential for everyone at NETL to reach the highest potential as an organization, as a team, and as individuals. Each person is unique—with different skills, backgrounds, and perspectives—and brings a distinct combination of talents and experiences to the workplace.

To accomplish these objectives, the staff at NETL believes in—

- Respecting differences in life experiences, cultural backgrounds, generations, and work and life styles.
- Recognizing and supporting each employee's need to balance work and family life.
- Assuring equal opportunity and fair employment practice.
- Creating a workforce, at all levels, that reflects the diversity of our customers and the population at large.
- Implementing intern employment opportunities for minority students that provide work experience related directly to students' educational and career goals.
- Realizing the commitment to increase the number of women and minorities in the workforce.

—Carl O. Bauer, Director, National Energy Technology Laboratory



NETL's Reasonable Accommodation Procedures

An applicant, external or internal, can request reasonable accommodation from a supervisor, the Selective Placement Coordinator (Lisa McCartney), the Employee with Disabilities Chairperson (Dean Stobbe), the EEO/ Diversity Manager (Nancy Vargas), or any other individual with whom she or he has contact in connection with the application process. For more information, please contact Lisa McCartney at 412-386-6018 or Lisa.McCartney@netl.doe.gov.

No FEAR Act

Public Law 207-174, Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act), requires Federal agencies to post summary complaint processing statistics on a quarterly basis during each fiscal year, and cumulative fiscal year-end data for the five preceding years. No FEAR Act statistics are posted on the DOE Office of Civil Rights and Diversity website.



NETL Student Internships

NETL offers employment opportunities to people who are eager to develop and implement advanced technologies that use resources more efficiently and provide short- and long-term solutions to energy and environmental problems. Work-study and intern positions are also available to undergraduate and graduate students that provide work experience related to the student's educational and career goals.

Student Career Experience Program

The Student Career Experience Program (SCEP) is a formally structured work-study program that provides work experience directly related to the student's educational and career goals. Participation in the SCEP requires an agreement by both NETL and the student's school on the nature of the work assignment, the work schedule, and the evaluation methods.

Student positions can range from GS-4 (undergraduate) through GS-11 (graduate level) in primarily engineering, scientific, and technical occupations or disciplines. Occasionally, we fill positions in other occupations or disciplines. Students are hired at the GS level commensurate with their experience and education, and they are eligible for promotion, leave, and benefits.

NETL makes appointments at any time of the year, and there is no limit on the number of hours a student can work. No financial need requirements exist.

Students who have completed their education and worked at least 640 hours at NETL are eligible for non-competitive placement as permanent full-time employees, if such positions are available.

For more information, please contact Donna Isaac, at 412-386-5822 or Donna.Isaac@netl.doe.gov.



Minority Mentoring and Internship Program

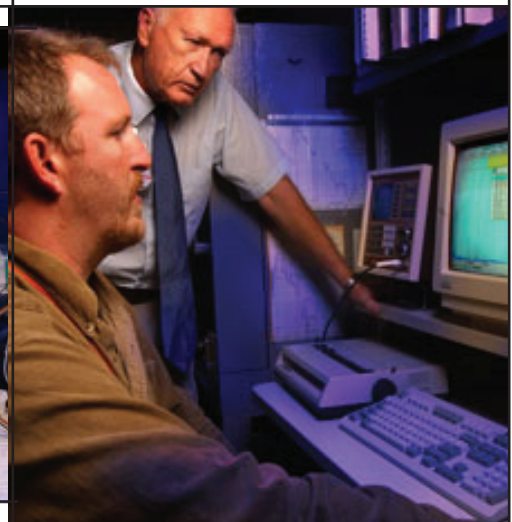
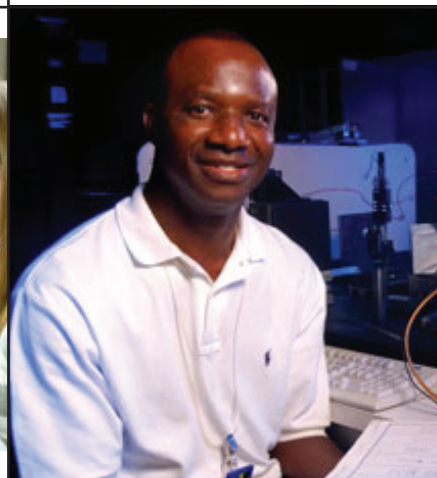
The Minority Mentoring and Internship Program (MMIP) offers intern employment opportunities for women and minority students that meet the needs of NETL and are directly related to the students' educational and career goals. Participation in the MMIP requires an agreement by both NETL and the student's school on the nature of the work assignment, the work schedule, and the evaluation methods.

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NETL Research Fellowships

NETL has many collaborations with regional and national institutions of higher learning in which research is performed at the participants' sites. NETL also engages faculty, postgraduate students, and undergraduate students in research at NETL sites, using NETL facilities. Through various national programs, NETL contributes to the training of scientists and engineers, helping to build a regional and national workforce with strong math, science, and technical skills.

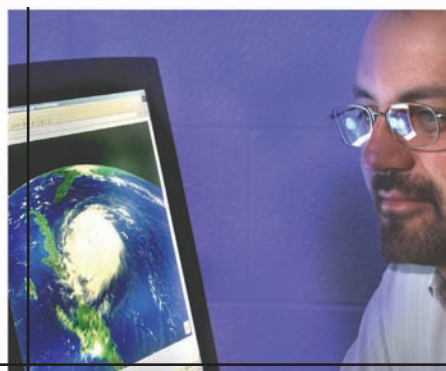
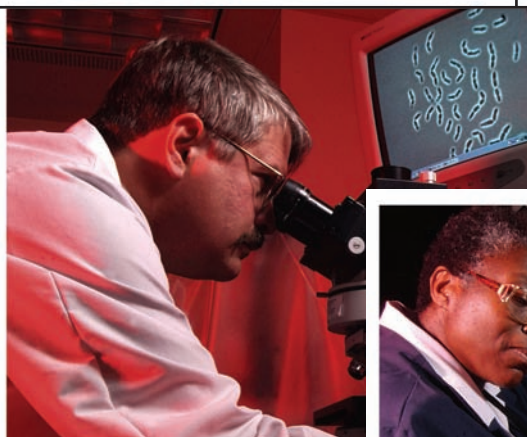
Oak Ridge Institute for Science and Education

The Oak Ridge Institute for Science and Education (ORISE) is a DOE institute focusing on scientific initiatives to research health risks from occupational hazards, assess environmental cleanup, respond to radiation medical emergencies, support national security and emergency preparedness, and educate the next generation of scientists.

ORISE and its programs focus on six core competency areas: fellowship and research participation program administration and evaluation; worldwide emergency response and training; radiation site characterization and cleanup verification; workforce health, safety, and security research and training; integration of scientific and technical resources; and collaborative research partnerships.

Appointments are non-Federal; duration of appointments depends upon the program and can range from summer appointments to an academic year. Participants receive a stipend that varies depending on background experience.

For more information, please visit <http://orise.ornl.gov>.



National Research Council Research Associateship Programs

The National Research Council (NRC) conducts the Research Associateship Programs in cooperation with sponsoring Federal laboratories and research organizations approved for participation.

Through its Associateship Programs office, the NRC conducts a national competition to recommend and make awards to outstanding scientists and engineers for tenure as guest researchers at participating laboratories. These programs have been conducted on behalf of a number of Federal agencies since 1954.

The objectives of the programs are (1) to provide postdoctoral scientists and engineers of unusual promise and ability opportunities for research on problems, largely of their own choice, that are compatible with the interests of the sponsoring laboratories, and (2) to contribute thereby to the overall efforts of the Federal laboratories.

Awards are made to postdoctoral associates (within 5 years of the doctorate) and senior associates (5 years or more beyond the doctorate). Each awardee works in collaboration with a research advisor, who is a staff member of the Federal laboratory. In addition to traditional postdoctoral and senior awards, the Associateship Programs offer summer faculty awards, combined teaching and research awards, research management awards, and international opportunities.

For more information, please visit <http://www7.nationalacademies.org/rap/>.

Mickey Leland Energy Fellowship

NETL participates in the DOE Office of Fossil Energy's Mickey Leland Energy Fellowship program, a 10-week summer internship program dedicated to recruiting women and underrepresented minorities who are matriculating in math, science, and engineering from an accredited college or university.

The fellowship provides interns with a professional experience and opportunities for personal growth and promotes a diverse workforce by increasing the students' marketability and encouraging them to consider future employment with the Federal government upon graduation.

For more information, please visit <http://www.fossil.energy.gov/education/lelandfellowships>.

Permanent Career Opportunities

NETL vacancy announcements can be found online at www.netl.doe.gov. All other Federal job opportunities can be found at www.usajobs.opm.gov.

Published vacancy announcements provide all the necessary information on the position being advertised and what is required to submit an application and/or resume, including the required timeframes. Applicants are encouraged to review the entire contents of a particular announcement and submit all documents and information in their application package as stated.



Employee Benefits

NETL is an employee-friendly workplace. To help employees deal effectively with personal or family-related pressures while minimizing the disruptions such pressures can cause at the work site, NETL provides—

Flexible Work Schedules—Most employees at NETL are eligible to participate in the Alternate Work Schedule Program. Under this program, the workday may start as early as 6:00 a.m. and end as late as 7:00 p.m. Full-time employees can earn up to 20 credit hours per pay period and can accumulate up to 24 hours that can be used to adjust a work schedule or taken as leave in the future.

Annual Leave—All career employees earn vacation or “annual” leave. The amount earned varies with the length of Federal service. Employees earn 13 days of annual leave each year for the first 3 years of employment, 20 days after 3 years, and 26 days after 15 years.

Sick Leave—Regardless of the length of service, employees earn 13 days of sick leave each year for their own use or to care for an ill family member.

Family and Medical Leave—The Family and Medical Leave Act grants most Federal employees up to 12 weeks of unpaid leave during any 12-month period to allow them to take care of family and medical needs.

Holidays—Federal employees receive 10 paid holidays per year.

Promotions—Employees may be eligible for promotion to the full performance level if they demonstrate the ability to perform duties of progressive responsibility.

Student Loan Repayment—NETL may repay part or all of a Federally insured student loan, up to \$6,000 per calendar year, for positions that are difficult to fill. The total amount per employee cannot exceed \$40,000 (subject to certain limitations).

Awards—NETL offers an incentive awards program intended to encourage high productivity by acknowledging superior performance.

Retirement—Almost all new employees hired after December 31, 1983, are automatically covered by the Federal Employees Retirement System, a defined benefit plan. Employees are vested after five years.

Thrift Savings Plan—The Federal Employees Retirement System Act of 1986 established the Thrift Savings Plan to provide a tax-deferred retirement savings plan for Federal employees. DOE automatically contributes 1 percent of an employee’s salary, matches an employee’s contribution for the next 2 percent of salary, and contributes 50 percent of the employee’s contribution for the next 2 percent of salary.

Life Insurance—Federal employees have the opportunity to select low-cost life insurance coverage.

Health Insurance—Employees can enroll in one of a variety of health plans. DOE contributes two-thirds of the cost of the premiums, and the employee pays the remaining one-third of the cost.

Flexible Spending Account—A Flexible Spending Account is an employee benefit that allows an employee to set aside money, on a pre-tax basis, for certain health-care and dependent-care expenses.

Federal Long-Term Care

Insurance Program—Employees, their spouses, and some family members are eligible for long-term care insurance and have the option of choosing different long-term benefit periods and daily benefit amounts.

Training Opportunities—DOE is committed to improving workforce performance related to its mission by using a systematic approach to assessing, planning, delivering, and evaluating training. This includes formal and informal training, education, and development or other learning assignments.

Child Care—Onsite facilities in Morgantown and Pittsburgh allow employees to leave their children during working hours. Fees vary by location and age of the child.

Physical Fitness/Health

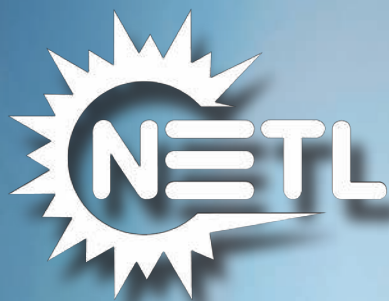
Services—NETL encourages employees to maintain their physical well-being. NETL sites feature employee-sponsored and -supported fitness centers and frequently conduct wellness programs.

Employee Assistance

Programs—Employee Assistance Programs support employees who have performance or conduct problems, or conflicts with supervisors or coworkers, or whose health, personal, or family circumstances could affect job performance or workplace behavior.

Leave Transfer Program—The Leave Transfer Program allows employees to donate annual leave to fellow employees who are experiencing a medical emergency and who have used up their own sick and annual leave and would otherwise be in a non-pay status.





NATIONAL ENERGY TECHNOLOGY LABORATORY

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